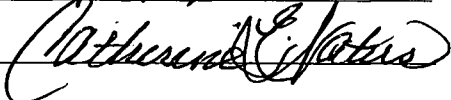
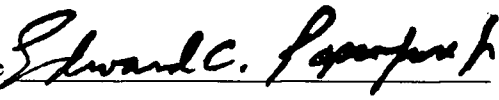


<p align="center">CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE</p>		<p>Schedule No. M-187</p>
<p>PUBLIC WORKS</p>		<p>Division: BUILDING MAINTENANCE</p>
Item No.	Description	Retention
1.	<p>Structural Records</p> <p>Includes building blueprints and utility information for existing buildings, and architectural drawings for all renovations on city buildings.</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>
2.	<p>Subject & Project Files</p> <p>Correspondence and materials related to individual subjects and/or projects.</p>	<p>Screen annually and destroy the material that is no longer needed for business.</p>

<p>Approved by Department, Agency, or Division Representative:</p> <p>Date <u>8/23/04</u></p> <p>Signature <u></u></p> <p>Print Name <u>Catherine E. Waters</u></p> <p>Title <u>City Clerk / Treasurer</u></p>	<p>Schedule Authorized by State Archivist.</p> <p>Date <u>OCT 19 2004</u></p> <p>Signature <u></u></p>
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